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MEMORANDUM FOR:

SUBJECT: Instructor Training Course

1. Pursuant to preceding conversations including the discussion at the recent Training Advisory Committee meeting, there is attached a preliminary list of suggestions as to the scope and content of a new instructor training course to be given by TR(C).

2. OPC believes that an instructor training program is an immediate necessity both in terms of increasing the number of TR(C) instructors of OPC subjects and of developing personnel who are competent to instruct in the OPC training programs now in operation, or projected, for overseas. There is an increasing demand from our line Divisions for such instructional personnel.

3. ^{exploration} The attached outline is designed as a basis for further preparation ~~by~~ ^{with} members of your staff, as previously indicated by you. While expressed from the point of view of OPC's needs, it should be readily adapted to OSO requirements so that the course can be run jointly for both Offices. As you know, the OSO Training Officer and the Chief of OPC Standards and Training Branch have been collaborating closely in determining the need for this program.

4. The time allotted for the course and the time for each subject within the course remain to be determined. It is suggested that the total course time should not be more than two weeks.

Chief, Personnel and Training Division
Administration and Logistics Staff/OPC

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